

**Business Gateway Initiative
Advisory Group Meeting
Wednesday, March 23, 2004
1:00 PM – 3:00 PM
GSA Headquarters, Room 1108**

Purpose:

To provide a brief status update on the project, and to facilitate a working session that will help us solicit your ideas and insight on how to continue to move the project forward.

Expected Outcomes:

- An understanding of recent accomplishments, planned activities, risks and mitigation strategies
- To provide an overview of project financials
- To gather feedback on the future direction of the Business Gateway initiative

Agenda:

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| I. | Introduction and set the stage for discussions
Presenter: Justin Van Epps | 5 Min |
| II. | Project Management Overview:
Facilitated Group Discussion | 70 Min |
| a. | Review of Key Accomplishments, Planned Milestones, Risks and Mitigation Strategies for each project lane | |
| i. | Outreach and Market Research
Topics: Discuss plan to engage business community.
- Identify additional partner agency resources for engaging business community | |
| ii. | Portal/Content Management
Topic: Outline Web Governance
- Discuss partner agency engagement in process | |
| iii. | Compliance
Topic: Discuss plan for continued development of Compliance Assistance strategy/project approach | |
| iv. | Harmonization Activities
Topic: Discuss plan for continued development of Harmonization strategy/project approach | |
| v. | Forms Catalog
Topic: Discuss requirements for next version of Forms Catalog - Update on integration with ROCIS/ICR business process | |
| vi. | Forms Processing
Topic: Update on LMI Alternative Analysis and Next Steps for engaging partner agencies | |
| III. | Overview of Project Financials/Resource Issues
Presenter: Justin Van Epps | 20 Min |

- a. Topics: Review Management Dashboard and discuss Resource Needs
- IV. Project Feedback 15 Min
 - a. What could we improve upon?
 - i. Reporting tools
 - ii. Communications
 - iii. Project Updates
 - b. What next steps would you like to see?
- V. Next Steps 10 min